United Nations ST/SGB/2005/11

Secretariat

29 April 2005

Secretary-General's bulletin

Organization of the secretariat of the Economic and Social Commission for Asia and the Pacific

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", as amended by ST/SGB/2002/11, and for the purpose of establishing the organizational structure of the secretariat of the Economic and Social Commission for Asia and the Pacific (ESCAP),[1] promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", as amended by ST/SGB/2002/11.

Section 2
Functions and organization

2.1 The secretariat of the Economic and Social Commission for Asia and the Pacific (ESCAP):

(a) Promotes economic and social development through regional and subregional cooperation and integration;

(b) Serves as the main general economic and social development forum within the United Nations system for the ESCAP region;

(c) Formulates and promotes development assistance activities and projects commensurate with the needs and priorities of the region and acts as an executing agency for relevant operational projects;

(d) Provides substantive and secretariat services and documentation for the Commission and its subsidiary bodies;

[1] The predecessor of ESCAP, the Economic Commission for Asia and the Far East (ECAFE), was established by Economic and Social Council resolution 37 (IV) of 28 March 1947. The Commission was redesignated the Economic and Social Commission for Asia and the Pacific in accordance with Economic and Social Council resolution 1895 (LVII) of 1 August 1974.

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(e) Carries out studies, research and other activities within the terms of reference of the Commission;

(f) Provides advisory services to Governments at their request;

(g) Develops and executes programmes of technical cooperation;

(h) Coordinates ESCAP activities with those of the major departments and offices of the United Nations at Headquarters and specialized agencies and intergovernmental organizations.

2.2 The secretariat of ESCAP is divided into organizational units, as described in the present bulletin.

2.3 The secretariat of ESCAP is headed, at the level of Under-Secretary-General, by the Executive Secretary. The Executive Secretary and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5, as amended by ST/SGB/2002/11.

Section 3
Executive Secretary

3.1 The Executive Secretary is accountable to the Secretary-General.

3.2 The Executive Secretary is responsible for all the activities of ESCAP and its administration and for ensuring that the regional commission plays a major role in the development of the region and promotes the adoption of an appropriate strategy for the fulfilment of that role; discusses substantive issues and concerns of the Commission with member and associate member States, departments and offices of the United Nations Secretariat, specialized agencies, intergovernmental and non-governmental organizations and other bodies, as appropriate; and assists, advises and keeps the Secretary-General informed on matters concerning the Commission and carries out any special tasks that may be assigned to him or her by the Secretary-General.

Section 4
Office of the Executive Secretary

4.1 The Office of the Executive Secretary is headed by the Principal Officer. The Principal Officer and the Special Assistant to the Executive Secretary, who also serves as Secretary of the Commission, are accountable to the Executive Secretary.

4.2 The core functions of the Office are as follows:

(a) Advising the Executive Secretary on specific questions of policy, management and subregional cooperation;

(b) Acting as a focal point for external relations;

(c) Dealing with questions of ESCAP representation at meetings convened by other bodies;

(d) Providing support to the programme of work, in particular on issues of a "cross-cutting" nature;

(e) Advising the Executive Secretary on policies and strategies concerning knowledge management within ESCAP;

(f) Providing support services to the Commission and the Economic and Social Council;

(g) Assisting the Executive Secretary in his or her discussions on substantive issues and concerns of the Commission with members and associate members, departments and offices of the United Nations Secretariat, specialized agencies, intergovernmental and non-governmental organizations and other bodies, as appropriate;

(h) Ensuring the implementation of resolutions and decisions of the Commission, the Economic and Social Council and the Executive Committee on Economic and Social Affairs.

Section 5
Deputy Executive Secretary

5.1 The Deputy Executive Secretary is accountable to the Executive Secretary.

5.2 The Deputy Executive Secretary is responsible for:

(a) Assisting the Executive Secretary in the executive direction of the secretariat, including deputizing for the Executive Secretary when required and representing the Executive Secretary at meetings and delivering statements and messages on his or her behalf;

(b) Assisting the Executive Secretary in the overall coordination of ESCAP substantive divisions' work and promoting inter-divisional activities of a cross-sectoral nature in the Commission secretariat;

(c) Advising the Executive Secretary on policy matters concerning the operations of the secretariat and its work in the region, with emphasis on the technical and political implications or consequences of planned action or activities.

Section 6
Least Developed Countries Coordination Unit

6.1 The Least Developed Countries Coordination Unit is attached to the Office of the Executive Secretary and is headed by a Chief who is accountable to the Principal Officer.

6.2 The core functions of the Unit are as follows:

(a) Assisting the Executive Secretary in discussions on substantive issues and concerns related to the least developed and landlocked developing countries with members and associate members, departments and offices of the United Nations Secretariat, specialized agencies and intergovernmental and non-governmental organizations and other bodies, as appropriate;

(b) Acting as a focal point in ESCAP for the provision of assistance to least developed and landlocked developing countries, in accordance with the Brussels Declaration, the Programme of Action for the Least Developed Countries for the Decade 2001-2010, the Almaty Declaration and the Almaty Programme of Action;

(c) Providing substantive servicing to the Commission and the Special Body on Least Developed and Landlocked Developing Countries.

Section 7
United Nations Information Services

7.1 The United Nations Information Services (UNIS) are attached to the Office of the Executive Secretary and are headed by a Chief who is accountable to the Executive Secretary.

7.2 The core functions of UNIS are as follows:

(a) Providing information services for ESCAP and acting as the United Nations Information Centre for Cambodia, the Hong Kong Special Administrative Region of China, the Lao People's Democratic Republic, Malaysia, Singapore, Thailand and Viet Nam;

(b) Disseminating information on the work of the United Nations and ESCAP throughout the region and implementing public information programmes, including, the production and dissemination of press releases, media presentations and audio-visual materials and the organization of special events, exhibitions and group briefings;

(c) Providing library services and maintaining a working collection of materials focusing on the challenging issues faced by the Asia and Pacific region;

(d) Providing secretariat services to the Publications Committee and focusing on the development and implementation of a coordinated publications strategy.

Section 8
Poverty and Development Division

8.1 The Poverty and Development Division is headed by a Chief who is accountable to the Executive Secretary.

8.2 The core functions of the Division are as follows:

(a) Providing substantive servicing to the Commission, the Committee on Poverty Reduction and the Subcommittee on Poverty Reduction Practices, on issues relevant to poverty and development;

(b) Undertaking analytical studies and policy-oriented research on issues related to the region's socio-economic progress, with a special focus on macroeconomic issues;

(c) Preparing the annual *Economic and Social Survey of Asia and the Pacific*, publishing biannually the *Asia-Pacific Development Journal* and publishing annually a monograph entitled *Development Papers* with each issue focusing on a specific topic;

(d) Identifying emerging challenges to economic governance in such areas as macroeconomic and financial sector stability, sustainable development, poverty reduction and social equity, and examining policy options and institutional frameworks to deal with such challenges;

(e) Providing advice and assistance to strengthen the capacity of Governments, as well as their partners in civil society, to formulate poverty reduction programmes and projects in line with internationally agreed development goals, including those contained in the United Nations Millennium Declaration and in the outcomes of the major United Nations conferences and international agreements since 1992;

(f) Providing technical assistance and advisory services on request to member countries and organizing training courses, workshops and seminars in areas related to poverty and development;

(g) Identifying, documenting, analysing, testing and disseminating good practices in poverty reduction in the region, and building the capacity of Governments at all levels and their partners in civil society to adapt and apply the lessons learned;

(h) Strengthening the capacity of regional networks of local authorities, non-governmental organizations, the private sector, academic institutions and other regional or subregional groupings to develop regional programmes addressing poverty reduction issues specific to the Asia and Pacific region;

(i) Providing substantive backstopping to the Centre for the Alleviation of Poverty through Secondary Crop Development in Asia and the Pacific.

Section 9
Statistics Division

9.1 The Statistics Division is headed by a Chief who is accountable to the Executive Secretary.

9.2 The core functions of the Division are as follows:

(a) Providing substantive servicing to the Commission, the Committee on Poverty Reduction and the Subcommittee on Statistics on issues relevant to statistical information and statistical development;

(b) Coordinating international statistical work in the region and facilitating the representation of regional interests in the United Nations Statistical Commission and other bodies;

(c) Providing advisory services and other technical assistance on request, organizing technical seminars and workshops, and promoting the formulation, adoption, adaptation and implementation of international and regional statistical standards;

(d) Collaborating with the Statistics Division of the Department of Economic and Social Affairs and other international bodies in research on statistical methods and problems, and preparing and disseminating methodological publications in various fields of statistics;

(e) Collecting, evaluating and compiling internationally comparable regional and country-specific statistical data on various subjects and disseminating them through publications and electronic means, including the Internet; maintaining and disseminating information on national statistical systems in the region;

(f) Providing substantive backstopping to the Statistical Institute for Asia and the Pacific.

Section 10
ESCAP Pacific Operations Centre

10.1 The ESCAP Pacific Operations Centre (EPOC) is headed by a Head who is accountable to the Executive Secretary.

10.2 The core functions of the EPOC are as follows:

(a) Providing substantive servicing to the Commission, the Special Body on Pacific Island Developing Countries and the EPOC Advisory Council on issues relevant to the development of Pacific island developing countries;

(b) Maintaining liaison with the Pacific island developing countries and territories and ensuring their active participation in ESCAP activities;

(c) Providing advice to the Executive Secretary on Pacific dimensions of programmes and projects and assisting in organizing training courses, workshops and seminars in the Pacific subregion;

(d) Coordinating the design and implementation of programmes that focus on poverty reduction, managing the impact of globalization and addressing emerging social issues, including public- and private-sector capacity development activities in Pacific island developing countries and territories;

(e) Providing technical assistance and advisory services to Pacific Governments at their request.

Section 11
Environment and Sustainable Development Division

11.1 The Environment and Sustainable Development Division is headed by a Chief who is accountable to the Executive Secretary.

11.2 The core functions of the Division are as follows:

(a) Providing substantive servicing to the Commission, the Committee on Managing Globalization and the Subcommittee on Environment and Sustainable Development on issues relevant to the environment and sustainable development;

(b) Supporting the regional implementation of the outcomes of the World Summit on Sustainable Development, in particular the Johannesburg Plan of Implementation, focusing on sustainable development of energy and water resources as well as environmental protection and management;

(c) Supporting the achievement of the development goals contained in the United Nations Millennium Declaration, especially those related to environment and sustainable management of water resources and prevention of water-related disasters;

(d) Promoting policy dialogues that integrate environmental considerations into overall economic and social development plans, as well as in specific sectors such as energy and water resources;

(e) Supporting innovative and pragmatic approaches in capacity-building of both human resources and institutions of ESCAP members and associate members in the area of sustainable development, focusing on energy, water and environmental resources as well as implementation of multilateral environmental agreements;

(f) Acting as regional focal point in the area of sustainable development, maintaining cooperation and coordination among United Nations bodies and agencies, subregional organizations and other major stakeholders, within the framework of regional cooperation, as appropriate, and contributing regional inputs to the Commission on Sustainable Development and other intergovernmental bodies as required.

Section 12
Trade and Investment Division

12.1 The Trade and Investment Division is headed by a Chief who is accountable to the Executive Secretary.

12.2 The core functions of the Division are as follows:

(a) Providing substantive servicing to the Commission, the Committee on Managing Globalization and the Subcommittee on Trade and Investment on issues relevant to trade and investment;

(b) Undertaking research and analytical studies with a view to assisting developing countries in the expansion and efficient conduct of their intraregional trade, as well as in the field of investment and enterprise development;

(c) Assisting developing countries in enhancing their capacities to respond effectively to challenges and opportunities emerging from regional and global developments and multilateral trade negotiations, including through strengthening their policy research and networking capabilities;

(d) Promoting economic cooperation, with emphasis on integration of the disadvantaged countries into the mainstream, in areas such as investment and technology flows, trade promotion and facilitation measures, enterprise development, strengthening of institutional cooperative arrangements and network development;

(e) Assisting in the strengthening of national capabilities in the collection and dissemination of information pertaining to trade and investment opportunities, trade efficiency and facilitation measures and enterprise development, especially the development of small- and medium-sized enterprises, as well as organizing trade fairs and exhibitions;

(f) Organizing expert group meetings, intergovernmental meetings, workshops, seminars and training programmes on critical trade, investment and enterprise development issues;

(g) Acting as the secretariat to the Bangkok Agreement;

(h) Providing substantive backstopping to the Asian and Pacific Centre for Agricultural Engineering and Machinery;

(i) Maintaining close cooperation with relevant United Nations and other international bodies, especially the United Nations Conference on Trade and

Development (UNCTAD), the United Nations Industrial Development Organization (UNIDO), the International Trade Centre UNCTAD/WTO (ITC), the World Trade Organization (WTO) and the United Nations Development Programme (UNDP); maintaining cooperation and coordination among United Nations bodies and agencies within the framework of the regional coordination meeting, as appropriate.

Section 13
Transport and Tourism Division

13.1 The Transport and Tourism Division is headed by a Chief who is accountable to the Executive Secretary.

13.2 The core functions of the Division are as follows:

(a) Providing substantive and secretariat services to the Commission, the Committee on Managing Globalization and the Subcommittee on Transport Infrastructure and Facilitation and Tourism, on issues relevant to transport and tourism development;

(b) Formulating and implementing national, regional and interregional transport initiatives, in particular those related to the Asian Highway, the Trans-Asian Railway and the development of intermodal transport to improve access to domestic and global market and exploit opportunities created by globalization; supporting countries in building capacities for national planning and management of transport infrastructure;

(c) Promoting comprehensive approaches to removing institutional barriers and facilitating the international movement of goods, people and vehicles and introducing and developing multimodal transport and logistics services to enable active participation in the globalization process;

(d) Strengthening national and regional capabilities in further developing the tourism sector, sustainable tourism in particular, by strengthening the capacities of both human resources and institutions and promoting regional cooperation, especially networking of training institutions;

(e) Reviewing and documenting trends and policy responses; addressing issues of public-private partnership; reviewing and analysing linkages between transport and tourism and poverty alleviation; promoting participatory approaches to the integration of economic, social and environmental considerations into transport planning and policy development;

(f) Promoting and maintaining regional, subregional and inter-agency cooperation, and maintaining liaison with relevant United Nations bodies, specialized agencies, intergovernmental organizations, international financing institutions, concerned private sector organizations and non-governmental organizations.

Section 14
Information, Communication and Space Technology Division

14.1 The Information, Communication and Space Technology Division is headed by a Chief who is accountable to the Executive Secretary.

14.2 The core functions of the Division are as follows:

(a) Providing substantive servicing to the Commission, the Committee on Managing Globalization and the Subcommittee on Information, Communication and Space Technology, on issues relevant to information, communication and space technology;

(b) Assisting members and associate members in the implementation of recommendations of major global conferences;

(c) Bolstering national capacity for the design, establishment and implementation of policies, strategies and regulatory frameworks to provide access to information and communication technology and foster its development and diffusion;

(d) Strengthening national capacity to create an enabling environment for the development, transfer and applications of information, communication and space technology for sustainable economic and social development;

(e) Providing advisory services for the formulation and implementation of policies and regulatory frameworks relating to access to and applications of information, communication and space technology;

(f) Assisting members and associate members in the development of institutional mechanisms at national, subregional and regional levels for easier access to and operational applications of information, communication and space technology;

(g) Strengthening national capacity in human resource development for formulating policies and applications of information, communication and space technology;

(h) Collecting, analysing and disseminating relevant information and best practices and undertaking research and analytical studies on issues related to development and applications of information, communication and space technology;

(i) Providing strategic and operational leadership in matters of information and communication technology;

(j) Providing substantive backstopping to the Asian and Pacific Centre for Transfer of Technology.

Section 15
Emerging Social Issues Division

15.1 The Emerging Social Issues Division is headed by a Chief who is accountable to the Executive Secretary.

15.2 The core functions of the Division are as follows:

(a) Providing substantive servicing to the Commission, the Committee on Emerging Social Issues, the Subcommittee on Socially Vulnerable Groups and the Subcommittee on Health and Development on matters relating to emerging social issues;

(b) Conducting studies on the regional social situation and trends and helping member States to address critical social development issues, including those related to social policies and integration of vulnerable groups, population and

reproductive health dynamics, migration, health and development including health security, and gender and development;

(c) Providing advisory services to strengthen social development policies, plans and programmes, particularly on integration of vulnerable groups, population and development, health and development and gender and development;

(d) Promoting regional cooperation and providing technical assistance to enhance national capabilities in strengthening the social dimensions in policies, plans and programmes for poverty reduction and globalization management;

(e) Strengthening national capacities to formulate and implement policies and programmes to enhance the well-being of persons with disabilities, older persons, people living with HIV/AIDS, migrants and other vulnerable groups and their participation in mainstream development processes;

(f) Promoting regional cooperation in strengthening health and development policy and programme capability to address regional health challenges;

(g) Strengthening regional cooperation and national capabilities to promote policies and programmes for achieving gender equality;

(h) Collecting, analysing and disseminating information on social development issues and programmes in the ESCAP region;

(i) Coordinating with other United Nations bodies and specialized agencies, regional intergovernmental bodies and non-governmental organizations in the field of social development, within the framework of the regional coordination meeting, as appropriate.

Section 16
Programme Management Division

16.1 The Programme Management Division is headed by a Chief who is accountable to the Executive Secretary.

16.2 The core functions of the Division are as follows:

(a) Advising the Executive Secretary on overall strategic direction, priorities and policies in the areas of programme planning, budgeting, monitoring and evaluation, technical cooperation and results-based management;

(b) Preparing the programme of work of ESCAP, including the strategic framework, medium-term plan and programme budget;

(c) Planning, certifying and monitoring the use of all budgetary resources made available to ESCAP and ensuring their effective and efficient utilization, directly or through delegation of authority to divisions;

(d) Planning the technical cooperation programmes of ESCAP, including support to substantive divisions in project development and implementation; managing technical cooperation trust funds; and overseeing relations with donor Governments and agencies by serving as focal point for resource mobilization;

(e) Monitoring and evaluating the implementation of ESCAP programmes, including delivery of its technical cooperation activities and regional advisory services;

(f) Coordinating preparations for and servicing the annual sessions of the Commission with respect to all items on programme planning, monitoring and evaluation, and technical cooperation, as well as servicing the working group on draft resolutions;

(g) Organizing and servicing the meetings of the Advisory Committee of Permanent Representatives and Other Representatives Designated by Members of the Commission and its informal working groups;

(h) Coordinating and servicing inter-agency meetings, including regional coordination meetings, chaired by the Executive Secretary.

Section 17
Administrative Services Division

17.1 The Administrative Services Division is headed by a Chief who is accountable to the Executive Secretary.

17.2 The core functions of the Division are as follows:

(a) Providing administrative and management direction including appropriate programme support services (covering human resources management, medical services, financial, security, procurement and travel-related operations, facilities and buildings management, information technology and communications, conference, language and editorial services);

(b) Advising the Executive Secretary on administrative, management, security and organizational matters;

(c) Maintaining staff-management relations;

(d) Negotiating, finalizing and administering the implementation of Headquarters Agreements signed between the United Nations and the host Governments;

(e) Managing and maintaining the United Nations Conference Centre at Bangkok;

(f) Maintaining United Nations property and providing common service arrangements and management for ESCAP and other United Nations offices and agencies occupying the Commission's headquarters in Bangkok.

Section 18
ESCAP Regional Institutions

18.1 ESCAP has four regional institutions, which are headed by Directors accountable to the Executive Secretary:

(a) The Centre for the Alleviation of Poverty through Secondary Crop Development in Asia and the Pacific;

(b) The Statistical Institute for Asia and the Pacific;

(c) The Asian and Pacific Centre for Agricultural Engineering and Machinery;

(d) The Asian and Pacific Centre for Transfer of Technology (APCTT).

18.2 The core functions of the regional institutions are as follows:

(a) Formulating and implementing the programme of work of the institution, in line with the relevant statute and policy decisions adopted by the General Assembly, the Economic and Social Council and ESCAP;

(b) Conducting research in relevant areas of institutional expertise, formulating proposals and recommendations relating to such studies, organizing and conducting training courses, and analysing and disseminating information to members and associate members of the Commission;

(c) Developing and implementing technical cooperation programmes to build national capacity in their respective areas of work.

Section 19
Final provisions

19.1 The present bulletin shall enter into force on 2 May 2005.

19.2 The Secretary-General's bulletin of 22 September 2000, entitled "Organization of the secretariat of the Economic and Social Commission for Asia and the Pacific" (ST/SGB/2000/12), is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General